



## Important! Please read carefully before submitting!

- ❖ This form must accompany all documents pertaining to already submitted or issued permits.
- ❖ You must submit:
  - Two copies for residential projects – single-family and duplex.
  - Three (may require up to five) copies for commercial & multi-family projects.
  - Three copies for residential Quickstarts.
- ❖ Plans and details prepared by an engineer or architect must bear their stamp.

NOTE: Incomplete forms/submittals will result in processing delays.

**FOR CITY USE ONLY**  
DATE RECEIVED:

**RECEIVED BY:**

☐ E-mail ☐ Fax ☐ Front Counter ☐ Intake  
☐ Mail ☐ Other \_\_\_\_\_ Initials: \_\_\_\_\_

**LOG / PERMIT #:**

☐ Commercial

☐ Residential

Project address:

Describe proposed change(s)/Submittal content:

City Project  
Coordinator:

Applicant  
Name:

Applicant  
Phone #:

**IS THIS A FIRE SYSTEM  
DEFERRED SUBMITTAL?**  
YES ☐ NO ☐

**FOR CITY USE ONLY**

DATE CUSTOMER CONTACTED:

CUSTOMER NAME:

AMOUNT DUE:

**FOR CITY USE ONLY**

## SUPPLEMENTAL INFORMATION ROUTING

ROUTE TO	INITIALS	QUEUE	TARGET DATE
<input type="checkbox"/> PROJECT/POST ISSUANCE COORD. <input type="checkbox"/> BLDG <input type="checkbox"/> MECH			Target date filled in by Project Coordinator.
<input type="checkbox"/> ELECTRICAL			
<input type="checkbox"/> PLUMBING			
<input type="checkbox"/> ZONING / <input type="checkbox"/> SIGN			
<input type="checkbox"/> ENGINEERING			
<input type="checkbox"/> SDCs			
<input type="checkbox"/> STORMWATER			
<input type="checkbox"/> DEFERRED SUBMITTAL			
<input type="checkbox"/> FIRE MARSHAL			
<input type="checkbox"/> OTHER:			

- ☐ PULL ISSUED PLANS AND ROUTE TO: \_\_\_\_\_
- ☐ SPECIAL INSTRUCTIONS (MAY CONTINUE ON BACK OF THIS FORM)

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)